VOLUNTEERING
MANHASSET PUBLIC LIBRARY
• Weekly Email
• Online Sign Up
• (EventKeeper & SignUpGenius)
• Show Up
• Time Sheet
• Receive Credit for
• Hours
CHECK OUR EVENTS PAGE

1. Go to MANHASSETLIBRARY.ORG
2. Select "Events"
3. Choose "Volunteer"
1. Click link in email

2. Register for event!
OUR EXPECTATIONS

- Arrive on time
- Ready for work
- No cell phone use
- Ask Questions!

CAN'T MAKE IT? LET US KNOW 24 HOURS IN ADVANCE:
EMAIL MPLTEENZONE@MANHASSETLIBRARY.ORG OR
CALL (516) 627-2300 X301
SIGNING IN AND OUT

• Make sure you have a time sheet in the binder
• Emergency Contact Form (updated every June)
• Sign in when you come in
• and sign out when you leave.
CRAFT DAY

- All year
- Monitor Room
- 1-hour-long slots
- (register for up to 2)
- Tally Attendance
- Assist as necessary
- Bring books/homework
BOOK BUDDIES

- Read with/to Children
- entering Grades K-4 in September
- Register through EventKeeper
- Sign up for slots
Movie Nights, Craft
Programs, Camp STEM,
Outside Groups
Arrive for Set-Up
Help with event
Participate if needed
Leave after Clean Up
July and August
Register on SignUpGenius
Time Slots: 2 hours each
One time slot every day
Children report their reading
Bring a book along!
Changes this year!
All reporting = online
The first time
you volunteer, come in a
few minutes early
New this year!
Volunteers will be needed to monitor the event
Similar to the Summer Reading Club Desk
Stay tuned for more info!
1. Click SignUpGenius link in email
2. Select Time Slot (one per day)
OTHER IDEAS?

- Previous Activities
- Monthly Teen Volunteer
- Corps Meetings
- New Ideas
- New programs to attend
You're responsible for
signing up!
We cannot guarantee
hours
Submit hours on
Passport for Good
using library
supervisor info
QUESTIONS?

Please contact us!

MANHASSET PUBLIC LIBRARY TEEN ZONE

30 ONDERDONK AVE | MANHASSET, NY 11030

MPLTEENZONE@MANHASSETLIBRARY.ORG

516-627-2300 x301

MANHASSETLIBRARY.ORG

VOLUNTEER APPLICATION: MANHASSETLIBRARY.ORG/VOLUNTEER-INFORMATION

Thank you!